



**Date:** July 15, 2014

**To:** Thomas J. Bonfield, City Manager  
**From:** W. Bowman Ferguson, Deputy City Manager  
**Subject:** Re-adoption of City/County Emergency Operations Plan

### **Executive Summary**

The Durham City/ County Emergency Operations Plan (EOP) was developed to address potential hazards that threaten the City and County of Durham, and establishes the actions required of government, public agencies and private organizations of Durham City / County to reduce the risk to people and property. This plan establishes an effective and coordinated response to the occurrence of an emergency or disaster.

While the development and adoption of an emergency operations plan has obvious practical benefits, it is also a best practice to update and readopt the plan from time to time, which ensures the plan incorporates any changes in state and federal laws and guidelines that govern emergency management in the United States. To maintain compatibility with the practices of these regulating agencies, it is important for the County Commission and City Council to re-adopt the plan regularly even when no significant changes are made. The attached plan for Council's consideration makes no significant revisions from the prior adopted plan, but is being presented for re-adoption at the request of the Emergency Management Director. The County Commission adopted the plan on February 24, 2014.

### **Recommendation**

To adopt the Durham City/ County Emergency Operations Plan, provided that the Plan does not amend City ordinances, nor shall it be used to construe City ordinances

### **Background**

The purpose of the Emergency Operations Plan (EOP) is to establish the operations system that organizes how the City and County respond to emergencies and disasters while providing for the safety and welfare of residents. The plan sets forth lines of authority, responsibilities and organizational relationships, and describes how actions will be coordinated among the city, county, state, and federal governments.

The plan presented for Council adoption was developed by the Emergency Management Department, which, by a memorandum of understanding, is a County department that is jointly governed by the County and City. The portion of the plan that requires periodic re-adoption by the City Council and County Commission is known as the "basic plan". This document covers the structure and organization of emergency management and response in Durham City and County. The plan also describes how local emergency management

integrates into the broader national framework, known as the National Incident Management System (NIMS.) The plan describes the County Emergency Operations Center (EOC), the conditions under which the EOC is activated, and a general overview of how the EOC is staffed.

The plan references various addenda which do not require Council re-adoption. These addenda contain more specific information about City and County resources, and are purposely excluded from the basic plan to facilitate more frequent modification and updating at the staff level.

Emergency Management Director, Jeff Batten has offered to meet with city elected officials at their request and convenience to provide a more thorough orientation to emergency operations in the City and the County should any member of the Council so desire.

### **Alternatives**

Council may choose not to re-adopt the plan. The previous adoption of the plan would remain in effect, and the memorandum of understanding with the County would provide the basis for continuing our joint cooperation on emergency management. The failure to readopt the plan may jeopardize our compliance with federal or state laws and guidelines, our ability to seek federal or state reimbursement for certain disaster related response activities, and could result in confusion as the City and County would be working from two slightly different versions of the emergency operations plan.